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| United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET | | 1. DUTY LOCATION 2. Atlanta | | 2. POSITION NUMBER (b) (6) | |
| 3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position JFS for prof work in GS-0400 09/05; GS-0800 11/08; GS-1300 12/97 | | | | | |
| | b. Title | c. Pay Plan | d. Series | e. Grade | f. CLC |
| Official Allocation | * Environmental Engineer | GS | * 0819 | 13 | 001 |
| 4. Supervisor's Recommendation | Environmental Engineer/Physical Scientist/Life Scientist | GS | 0819/1301 | 13 | |
| 5. ORGANIZATIONAL TITLE OF POSITION (if any) Permitting Streamlining Expert | | 6. NAME OF EMPLOYEE (b) (6) | | | |
| 7. ORGANIZATION (Give complete organizational breakdown) | | e. | | | |
| a. U.S. ENVIRONMENTAL PROTECTION AGENCY | | f. | | | |
| b. Air, Pesticides and Toxics Management Division | | g. | | | |
| c. Air Planning and Implementation Section | | h. Employing Office Location: Atlanta, GA | | | |
| d. Air Permitting Section | | i. Organization Code: TEAB0000 | | | |
| 8. SUPERVISORY STATUS | | | | | |
| <p>[2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards.</p> <p>[4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG.</p> <p>[5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10).</p> <p>[6] Lead Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system.</p> <p>[7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE.</p> <p>X [X] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.</p> | | | | | |
| 9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations. | | | | | |
| a. Typed Name and Title of Immediate Supervisor | | d. Typed Name and Title of Second-Level Supervisor | | | |
| (b) (6) | | (b) (6) | | | |
| 10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards. | | | | | |
| a. Promotion Potential X This position has no promotion potential If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade: | | | | | |
| b. PSB Risk Designation 1 Low X 2 Moderate 3 High Security Clearance Required: Yes X No | c. Financial Disclosure Form OGE-450 Required OGE-278 Required X No financial disclosure forms required | d. "Identical, Additional" (IA) Allocation This position X may be IA'ed may not be IA'ed is limited to current incumbent | e. FLSA Determination NONEXEMPT X EXEMPT* (*check exemption category) Administrative X Professional Executive | f. Functional Classification Code 42 | |
| g. Bargaining Unit Code 1050 | h. Check, if applicable: Medical Monitoring Required Extramural Resources Management Duties (0 % of time) This position is subject to random drug testing () | i. Classifier's Signature <i>Casey Colonius</i> | | j. Date 04/11/18 | |
| 11. REMARKS *Interdisciplinary, may be filed as Life Scientist GS-0401, GS-0819 Environmental Engineer, or Physical Scientist GS-1301 | | | | | |

PERMIT SPECIALIST
Environmental Engineer/Physical Scientist/Life Scientist
GS-0819/1301/0401-13

Position Summary

As Senior Permit Specialist you will:

- Prepare permits for extremely complex or critical treatment, storage and disposal facilities (issuance, reissuance, and modification), where state, local or tribal agencies have not been delegated permit authority
- Where permit authority has been delegated, review extremely complex, critical, or politically sensitive permits proposed by state, local, or tribal agencies
- Provide technical expertise and regulatory rationale for permit conditions at all stages (draft through appeals)
- Negotiate complex issues with Operators and interested parties to resolve permit requirements
- Provide expertise and authoritative support in defense of technical and legal challenges to permits
- Provide advice to state, local or tribal program managers on new developments and criteria during permit program review and/or implementation, including regulatory, policy, and technical requirements, application process, and issuance strategies
- Develop new procedures, policies, or protocols for evaluating and/or overseeing performance of state, local or tribal programs to ensure proper implementation

Major Duties and Responsibilities

DUTY 1:

50%

Where state, local, or tribal agency has not been delegated authority to prepare permits for treatment, storage and disposal facilities (issuance, reissuance, and modification), represent the regional office in establishing criteria for the most significantly complex or critical permits. Review permit applications, conduct technical evaluations, write fact sheets, and draft permit conditions, identifying any technical, policy, procedural, or regulatory discrepancies. Develop permit requirements (using models, if appropriate) and negotiate conditions, and provide technical expertise and regulatory rationale for permit conditions at all stages (draft through appeals). Write public notices and represent EPA policy/permit requirements at stakeholder meetings. Represent EPA at public hearings and community meetings with a high degree of public and congressional interest on proposed permitting actions. Negotiate complex issues with Operators and interested parties to resolve permit requirements. Respond to public comments involving controversial or politically sensitive actions or decisions. Prepare final permits and permit modifications for issuance, assuring technical and legal integrity.

AND/OR

Where state, local, or tribal agency has been delegated permit authority, serve as technical expert and authoritative agency representative to review extremely complex or critical permits, and develop, evaluate, and/or oversee permit programs. Serve as regional resource on availability of new technology, models and/or existing parameters. Provide authoritative advice on the interpretation and application of permit program policies, guidelines, and regulations to the state or tribe for implementation. Provide advice to state, local or tribal program managers on new developments and criteria concerning permit program review and/or implementation, including regulatory, policy, and technical requirements, application process, and issuance strategies. Develop new procedures, policies, or protocols for evaluating and/or overseeing performance of state, local or tribal programs to ensure proper implementation. Serve as regional resource for review of extremely complex permits proposed by state, local or tribal agencies for adequacy and accuracy. Identify deficiencies (if any) and recommend controversial or politically sensitive actions on permit issuance and related compliance/enforcement matters.

KSAs: 1, 2, 3, 4, 5, 6

DUTY 2:**25%**

Provide authoritative technical advice and support to state, local or tribal agencies regarding technical and/or scientific criteria and methods; implementation of toxicity requirements; and impacts of pollutants. This requires in-depth technical evaluations and may involve developing innovative and unique limits and controls to protect affected communities. May also perform one or more of the following: Review, assess, and provide comments and instructions to ensure technical documents are legally defensible; prepare technical evaluations and make recommendations for installation of state-of-the-art design and pollution-control technology or techniques; develop state, local or tribal permit issuance strategies and oversee work plan development; track the status of permits in relation to annual commitments; review and evaluate draft national guidance and policy on behalf of the regional office, and provide comments and insights which are generally accepted within the framework of national program requirements; provide expert guidance and authoritative consultation with state, local or tribal program officials, and/or plan, develop, and conduct highly specialized training.

KSAs: 3, 4, 5, 6

DUTY 3:**20%**

Resolve critical, politically sensitive, and highly complex issues related to permit requirements and defend permits against legal challenges, along with Office of Regional Counsel (ORC). As regional expert, negotiate with Operators and other interested parties to resolve issues related to highly sensitive and controversial permit requirements, and provide authoritative support to defend technical and legal challenges. Provide expert consultation and advice to ORC on formal information requests and enforcement actions. Serve as a technical authority in reviewing responses to determine technical sufficiency, and recommend further actions as appropriate. Prepare and present expert testimony during public hearings, evidentiary hearings, court trials, and depositions for highly controversial legal cases. Typically undergoes extensive cross-examination by highly sophisticated legal counsel and their expert consults. The employee's testimony is generally central to settlement discussions. Where state, local or tribal agency has been delegated permit authority to prepare permits for treatment, storage and disposal facilities, serve as technical expert and authoritative agency representative as needed to assist state, local, or tribal agency officials defend permits against legal challenges.

KSAs: 4, 5, 6

DUTY 4:**5%**

Serve as agency spokesperson for responding to permit inquiries. Ensure communities, elected officials, and other interested parties are informed of EPA actions and positions concerning the interpretation and application of permit requirements. Respond to inquiries from the press, Congressional staff, or state and local officials, and/or Freedom of Information Act (FOIA) requests from the public involving controversial, politically sensitive, and highly complex technical issues. Serve as agency representative during community meetings involving concerned citizens, which may include residents from underserved or low-income communities, to explain and respond to questions or concerns on the release of chemicals and other pollutants, environmental impacts, technical/regulatory requirements, and plans for mitigating impacts. Where state, local or tribal agency has been delegated permit authority to prepare permits for treatment, storage and disposal facilities, serve as technical expert and authoritative agency representative as needed to assist state, local, or tribal agency officials explain and respond to questions or concerns from communities.

KSAs: 3, 5, 6

Additional Job or Organization Specific Responsibilities (Optional):

- 1.
 - 2.
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RECRUITMENT KNOWLEDGES, SKILLS, AND ABILITIES (KSAs):

Technical:

1. Expert knowledge of professional environmental engineering/physical science and/or life science concepts, principles, and practices to prepare permits for controversial and politically sensitive treatment, storage and disposal facilities (issuance, reissuance, and modification);
2. Knowledge of pollution-control technology or models to develop or review permits which mitigate impacts and ensure protection of the environment;
3. Skill in identifying and resolving complex pollutant discharge problems requiring possible use of innovative and state-of-the-art technology or models.

Programmatic:

4. Expert knowledge of environmental permit regulations and agency policies;

Oral Communication:

5. Skill in presenting technical/scientific information to a variety of individuals and groups including state, local, or tribal agency officials, and private citizens from communities negatively impacted by release of chemicals or other pollutants;

Written Communication:

6. Skill in writing public notices, comments on technical documents, and permit guidance or policies.
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FACTOR LEVEL DESCRIPTIONS

Factor 1, Knowledge Required by the Position

Level 1-8, 1550 points

Mastery of advanced concepts, principles, and practices of professional engineering, physical sciences, or life sciences to:

- 1) serve as a technical expert in resolving uniquely complex, politically sensitive, and controversial technical problems associated with the development and/or review and evaluation of permit applications;
- 2) interpret and evaluate unique and highly complex permit applications and reports prepared by other engineers, scientists, and state agency personnel to solve novel or extraordinary problems, and develop new approaches for use by other agency stakeholders where specific agency guidance is lacking;
- 3) perform highly complex technical calculations to establish permit limits for high priority pollutants of national concern; and
- 4) serve as a technical authority to provide consultative advice and guidance concerning a full range of technical problems, issues, analyses and remedies pertinent to reduction of emissions or discharges involving use of innovative and state-of-the-art technology and/or models.

Factor 2, Supervisory Controls**Level 2-4, 450 points**

The supervisor outlines overall goals, objectives and available resources. The supervisor and incumbent, in consultation, develop projects, priorities and deadlines. The incumbent independently plans and carries out assignments, interprets policy, coordinates work with others, resolves most conflicts that arise, and keeps the supervisor informed of far-reaching implications and potentially controversial concerns. Completed work is reviewed for overall approach, effectiveness in meeting requirements, and feasibility of recommendations.

Factor 3, Guidelines**Level 3-4, 450 points**

Guidelines and precedents, such as federal statutes, policies, and regulations, are often insufficient and inapplicable to the assignment. Guidelines have gaps in specificity and require considerable interpretation for application. Some permitting policies and precedents have been established in the course of EPA's work, but they may be inadequate in addressing particular permitting problems. The employee is required to use resourcefulness, initiative, and judgment to deviate from or extend traditional permitting policies and precedents, in order to solve problems.

Factor 4, Complexity**Level 4-5, 325 points**

The range of assignments includes complex and controversial permitting actions. These actions require the permit specialist to address a wide variety of technical, legal, and policy issues. The work requires the application of many different and unrelated processes and methods applied to a broad range of permitting activities and the associated technological aspects. The incumbent makes decisions about what needs to be done amidst conflicting objectives and scientific requirements, unique situations, inconclusive variables and data, changes in regulations, and agency objectives. These projects also require the permit specialist to work effectively with other EPA staff in a team environment. The incumbent uses judgment and ingenuity to evaluate the applicability of new technology, models, and/or applications, and to advocate strategies and actions to resolve controversial or conflicting issues.

Factor 5, Scope and Effect**Level 5-5, 325 points**

The purpose is to serve as a technical authority to protect human health and the environment through implementation and/or review of a permitting program, and plan, review, negotiate, and make decisions regarding the most complex and controversial applications under the permit program. The incumbent provides expert advisory services to state, local or tribal agencies covering a broad range of engineering and scientific activities involving critical problems that may arise, and exploration of the means and methods by which these problems may be resolved. These decisions and actions may lead to possible litigation against major industrial concerns. Results of the employee's efforts affect the work of other scientific or engineering experts both within and outside the agency and may be national or international in scope and impact, or affect the development of major aspects of agency scientific and engineering programs.

Factors 6 & 7: Contacts and Purpose of Contacts**Level 3C, 180 points**

Personal contacts include scientists, engineers, and other subject matter specialists, administrators, and other representatives from federal, state, local, and/or tribal government agencies. Contacts also include industry representatives, manufacturers' representatives, private engineering firms, scientific organizations; environmental groups, community groups, and scientists, engineers, managers and attorneys at EPA Headquarters and regional offices.

The purpose of contacts is to persuade other engineers, scientists, managers, and attorneys to adopt technical points and methods, negotiate agreements with agencies where there are conflicting interests and opinions, or justify the feasibility and desirability of work proposals to top agency officials. The purpose also includes explaining permitting proposals and decisions, providing technical assistance, problem-solving, and sharing technical information with uncooperative or skeptical audiences.

Factor 8, Physical Demands**Level 8-1, 5 points**

The work is primarily sedentary, although some physical effort may be required, e.g., walking, standing, carrying light items such as manuals or briefcases, or driving or traveling by motor vehicle.

Factor 9, Work Environment**Level 9-1, 5 points**

Work is generally performed in an office setting which is adequately lighted, heated, and ventilated. Occasional field visits are required.

Total Points: 3,290



United States
ENVIRONMENTAL PROTECTION AGENCY
Washington, DC 20460

Position Risk Designation Checklist

AAship/Region: _____ Type of Action: _____ SF 52 Request No.: _____

Position Title/Series/Grade: Permit Writer GS 13

Full Performance Level (FPL) of Position: GS 13
(Risk designation is based on FPL)

Functional Title (if applicable): _____
(Position's primary function, e.g., official position title may be Life Scientist, but function may be Permit Writer)

Funding: A fingerprint check and, if needed, a background investigation will be funded through your Working Capital Fund (WCF) Service Agreement. Please provide the Service Agreement No.: _____. (Your Service Agreement Account Owner can help you with this.) **Please Note:** This SF 52 action will not be processed unless the service agreement number is provided.

DIRECTIONS: Hiring officials or supervisors must complete this form for all personnel actions (appointments, details, promotions, reassignments, recruitments) involving a change in position description exceeding 180 days. The completed form will help the Personnel Security Branch (PSB) determine the position's appropriate risk level. This form must be submitted with the SF 52 package. Answer all "Yes/No" questions based on the FPL position description. Where explanations are requested, attach additional pages, as needed. If you have questions, please contact your local HR representative or service center.

1. Has the risk level of this position already been designated at the full performance level? ☐ Yes ☒ No
What is the name of the incumbent of the above position? _____
If you answered "Yes" to question 1, please skip all remaining questions, print pages 1-2, and sign and date the form.

2. Is the position one of the following predesignated positions? ☒ Yes ☐ No
If "Yes," please indicate the position below, answer question 3, skip remaining questions, print pages 1-2, and sign/date the form.

NOTE: Unless otherwise specified, these predesignations are effective up to and including Grade 13. Grade 14 and 15 positions must be individually designated, requiring the completion of questions 3 through 18.

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|--------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Attorney—Moderate | <input type="checkbox"/> IT Specialist (Enterprise Architecture)—Moderate |
| <input type="checkbox"/> Bench Scientist, such as chemist, biologist, etc. —Moderate | <input type="checkbox"/> IT Specialist (Internet)—High |
| <input type="checkbox"/> Contract Project Officer—Moderate | <input type="checkbox"/> IT Specialist (Network Services)—High |
| <input type="checkbox"/> Contract Specialist—Moderate | <input type="checkbox"/> IT Specialist (Operating System)—High |
| <input type="checkbox"/> Criminal Investigator (all grades, all positions)—High | <input type="checkbox"/> IT Specialist (Policy and Planning)—Moderate |
| <input type="checkbox"/> Deputy Division or Division Director—High | <input type="checkbox"/> IT Specialist (Security)—High |
| <input type="checkbox"/> Financial Specialist/Accountant/Budget Analyst—Moderate | <input type="checkbox"/> IT Specialist (System Administrator)—High |
| <input type="checkbox"/> Grants Project Officer—Moderate | <input type="checkbox"/> IT Specialist (Systems Analysis)—Moderate |
| <input type="checkbox"/> Grants Specialist (GS 12 and below)—Low | <input type="checkbox"/> On-Scene Coordinator (all grades, all positions)—High |
| <input type="checkbox"/> Grants Specialist (GS 13 and above)—Moderate | <input checked="" type="checkbox"/> Permit Writer—Moderate |
| <input type="checkbox"/> HR Specialist (Benefits)—Moderate | <input type="checkbox"/> Public Affairs Specialist/Community Involvement Coordinator—Moderate |
| <input type="checkbox"/> HR Specialist (Classification)—Low | <input type="checkbox"/> QA Scientist —Moderate |
| <input type="checkbox"/> HR Specialist (ER/LR)—Moderate | <input type="checkbox"/> RCRA Corrective Action Officer—Moderate |
| <input type="checkbox"/> HR Specialist (Generalist)—Moderate | <input type="checkbox"/> Remedial Project Manager—Moderate |
| <input type="checkbox"/> HR Specialist (Staffing)—Moderate | <input type="checkbox"/> Site Assessment Manager—Moderate |
| <input type="checkbox"/> HR Specialist (Training)—Low | <input type="checkbox"/> Support Services Specialist—Moderate |
| <input type="checkbox"/> Inspector—Moderate | <input type="checkbox"/> Toxicologist—Moderate |
| <input type="checkbox"/> IT Specialist (Application Software)—High | <input type="checkbox"/> OIG Employee (all grades, all positions)—High |
| <input type="checkbox"/> IT Specialist (Customer Service)—Moderate | <input type="checkbox"/> Other Known High-Risk Position—High |
| <input type="checkbox"/> IT Specialist (Data Management)—Moderate | <input type="checkbox"/> Supervisor of High-Risk Employee(s)—High |

3. Requires access to classified information or materials? ☐ Yes ☐ No (If "Yes," include clearance justification w/package.) What clearance level is required? ☐ Secret ☐ Top Secret

NOTE: If you answered "Yes" to No. 2 and have answered No. 3, skip remaining questions, print pages 1-2, and sign/date the form.

SF 52 Request #: _____

Answer all "Yes/No" questions based on the FPL position description. If explanations are requested, attach additional pages.

4. **Requires access to sensitive information or materials?** ☐ Yes ☐ No (If "Yes," check all that apply.)
☐ EPA's financial resources/records ☐ Confidential business information
☐ Proprietary information ☐ Personally identifiable information (e.g., address)
☐ Audits (e.g., financial reviews) ☐ Sensitive personally identifiable information (e.g., SSN, date of birth)
☐ Investigations (e.g., CID) ☐ Other information that, if compromised, could cause harm (describe on separate page)
5. **The scope of this position is:**
☐ Local ☐ Regional ☐ National ☐ Global
6. **The impact/potential harm this position could cause would be:**
☐ Internal to EPA ☐ Multi-Agency/Government-wide ☐ Beyond the Government
7. **Position is a presidential or political appointment:** ☐ Yes ☐ No
8. **Requires access to hazardous or dangerous material (nuclear, biological, or chemical):** ☐ Yes ☐ No
What materials are involved? _____
9. **Makes policy that affects AAship, Regional or Agency operations** (not simply local branch or section operations):
☐ Yes ☐ No Describe: _____
10. **Makes independent decisions or authoritative recommendations that are not subject to substantive verification or supervisory approval/sign off:** ☐ Yes ☐ No
11. **Obligates the agency to take action or spend funds:** ☐ Yes ☐ No
What actions? _____
What amount of funding typically? _____ What is the ceiling? _____
12. **Interacts with external contacts when performing duties and/or represents the agency to citizens or external organizations:** ☐ Yes ☐ No (If "Yes," check all that apply.)
Communicates with:
☐ EPA personnel
☐ Government entities outside of EPA
☐ Audience beyond government, including media, private industry, academia, environmental interest groups
Communication methods:
☐ Shares factual information (e.g., technical or policy reports, outreach, or public relations material)
☐ Participates in meetings, conferences, or seminars
☐ Posts material on the EPA intranet or public website
☐ Represents agency or negotiates/defends significant or controversial matters
13. **Protects or identifies critical infrastructure systems/programs, such as water treatment, other utilities, or telecommunications:** ☐ Yes ☐ No
What systems/programs are involved? _____
14. **Directly enforces health regulations and/or protects public safety:** ☐ Yes ☐ No
15. **Investigates or audits government or nongovernment personnel, programs, and/or activities:** ☐ Yes ☐ No
(Note: Relates to investigating and auditing, but **not simply overseeing**.)
What personnel, programs, and/or activities are involved? _____
16. **Information technology (IT) position that creates, programs, administers, or protects government IT systems, databases, or infrastructure:** ☐ Yes ☐ No (Note: Does not apply to positions that only use IT systems.)
17. **Requires official EPA credentials:** ☐ Yes ☐ No
(Note: Credential bearers represent the agency and perform specific civil enforcement tasks, e.g., EPA inspectors.)
18. **Other unique or critical characteristics/duties/requirements not previously covered?** ☐ Yes ☐ No
Describe: _____

(b) (6)

Investigate

Position Designation Record

Agency EPA
Position Title Permit Specialist
Series and Grade/Pay GS-0401/0819/1301
Band
Position Description (b) (6)
Number
Designator's Name & Title Casey Colonius, HR Specialist

Potential for Compromise or Damage

| Duties | Degree of Potential for Compromise or Damage |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Public safety and health services, regulation, enforcement, and protection (Food safety and inspection, occupational health and safety, transportation safety, environmental safety and hazard mitigation) | <p>Position is actively, operationally engaged in services related to the duties in this category (but has only moderate ability to impact the public's trust), such as:</p> <ul style="list-style-type: none">• Performing inspections• Enforcing established standards• Providing regulatory advice and direction |
| Protection of personal, private, controlled unclassified, or proprietary information-with the potential to damage the public's trust (includes access to or processing of personal information such as that protected by the Privacy Act (PA) of 1974, exempt from disclosure under the Freedom of Information Act (FOIA), financial data, or privileged information involving the award of contracts, contractor proprietary information, etc.) | <p>One or more of the following:</p> <ul style="list-style-type: none">• Access to personal, private, proprietary, or controlled unclassified information, the unauthorized disclosure of which could cause very limited damage to individuals, business entities, or government programs or operations or any potential damage is limited to the |

| Duties | Degree of Potential for Compromise or Damage |
|----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | <p>local level</p> <ul style="list-style-type: none"> Duties are carried out under such restrictive controls that the risk of violating the public's trust is extremely limited |
| Government service delivery, including customer service or public liaison duties | <p>Duties involve customer service responsibilities and/or public liaison that could negatively impact the public's trust through moderate damage/harm to:</p> <ul style="list-style-type: none"> The integrity or efficiency of the service Individuals or business entities Government programs or operations impacting the public's trust |

Adjustment for Program Designation and Level of Supervision

| Adjustments | Label |
|----------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|
| Adjustment for Scope of Program and Correlation to Extent of Impact (see definitions) | Agency impact |
| Adjustment for level of supervision or other controls | Periodic, ongoing review - ability to act independently a lot of the time |

Total Points Designation

| Label | Points |
|--------------------------------------------------------------|--------|
| Total Initial Position Designation Points from Step 2 | 31 |
| Adjusted Position Designation Points from Step 3 | 21 |

| Investigation | Form Required |
|---------------|---------------|
| T2 and T2S | SF 85P |

| Sensitivity | Risk Level |
|---------------|---------------|
| Non-Sensitive | Moderate Risk |

Signature: Casey ColoniusDate: 4/11/18Name: Casey Colonius